

The Call-in meeting

Procedure	Commentary	Time
The call-in will be the first item of business on the agenda, in order that witnesses are not kept waiting.	Agenda published in line with constitutional requirements	27/2/15
Witnesses will have reserved seats around the table with the committee if space permits, but if there are a large number of witnesses or other attendees at the meeting; they may be required to wait in a separate seating area or the public gallery.	A large number of witnesses would make the meeting difficult to manage. A small number was preferred. This was agreed during discussion between the Chair, Vice-Chair and Caller-in under provision 12.2 of the Constitution. Members notified the Monitoring Officer of whom the witnesses would be.	4/3/15
The caller-in will be invited to make a presentation outlining his or her main reasons for calling in the decision. A question and answer session will follow. ¹	Councillor Hossack will make a presentation (3 minutes)	19:05 – 19:10
The representative of the decision-taker will be invited to make a presentation outlining his or her main reasons for making the decision.	Councillor Aspinell as representative of the decision maker will make a presentation (3 minutes)	19:10 – 19:15
Any other parties relevant to the decision-making process, for example Chairs of other committees, or officers, will be invited to make presentations outlining their reasons for any recommendations on the issue concerned, or in the case of officers their reasons for any recommendations or advice to Councillors.	The Strategic Asset Manager will make a presentation (3 minutes)	19:15 - 19:20
Witnesses will be invited to make a presentation to the committee without interruption for up to three minutes each, following which there will be a question and answer session.	<p>3 witnesses for the Call-in will speak. Each for up to 3 minutes. No repetition (9 minutes)</p> <ul style="list-style-type: none"> • Martin Lazenby • Bernadette Benn • Brian Darwood <p>3 witnesses for the original decision will speak. Each for up to 3 minutes. No repetition (9 minutes)</p> <ul style="list-style-type: none"> • The Monitoring Officer • Cllr Kendall • TBC/A Member of the Public 	19:20 – 19:40
	Questions and answers through the Chair (20 minutes)	19:40 –

¹ All questions and answers will be taken in one session

		20:00
Witnesses will be given the opportunity to add any points of clarification before any resolution or recommendation is moved.	Through the Chair	20:00 – 20:05
The caller-in will be given the opportunity to add any points of clarification before any resolution or recommendation is moved.	Councillor Hossack will speak (3 minutes)	20:05 – 20:10
The representative of the decision taker will be given the opportunity to add any points of clarification before any resolution or recommendation is moved.	Councillor Aspinell will speak (3 minutes)	20:10 – 20:15
A Committee Member will propose and a Committee Member will second one the Committee's permitted resolutions	<ol style="list-style-type: none"> 1. To allow the decision to be implemented without further delay; 2. To refer the decision back to the Asset and Enterprise Committee together with the observations (to be stated) of the Audit and Scrutiny Committee. The Asset and Enterprise Committee will then take the final decision and that decision may not be called in; 3. To request that the Chair of Asset and Enterprise allow further time for the Audit and Scrutiny Committee to consider the issue and make observations at a later date; or 4. Referral to the Monitoring Officer and/or the Section 151 Officer for further consideration (for exceptional/complex matters). 	20:15
The Committee will debate the Motion	Through the Chair	20:15 – 20:30
The Committee will resolve one of it permitted resolutions	Through the Chair	20:30

Agreed under provision 12.2 on 4/3/2015 by the Chair, Vice-Chair and Caller-in.